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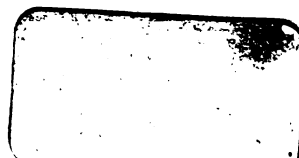
Ginn & Co. Souvenir of the Athenaeum Press.
1903

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**Harvard College
Library**



Gratis



SOLVENIR · OF
THE
ATHENAEUM
PRESS
CAMBRIDGE



COMPLIMENTS OF
GINN & COMPANY



2nd floor

✱
Souvenir of
The Athenæum Press

IN WHICH IS PRESENTED A
BRIEF DESCRIPTION AND
MANY PHOTOGRAPHS
OF THE ATHENÆUM PRESS
AND
A SHORTER DESCRIPTION
AND FEWER PICTURES OF
THE BOSTON OFFICES OF
: : THE PUBLISHERS : :

GINN & COMPANY
The Athenæum Press



*Printed July 1, 1903, at
The Athenæum Press of*

GINN & COMPANY

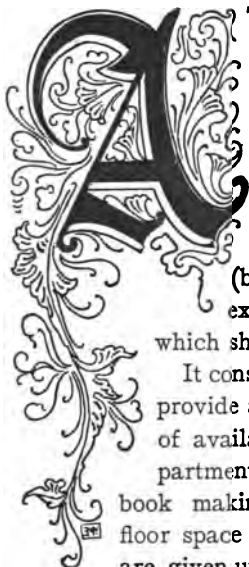
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The Athenæum Press, Ginn & Company, Proprietors

The Athenæum Press

Cambridge, Mass.



AT the right of the West Boston Bridge, on the Cambridge side of the Charles River, stands the Athenæum Press of Ginn & Company, — the most imposing structure along the river front between the Harvard and the Craigie bridges. With its simple brick façade, crowned by a giant statue of the goddess Athena (by Siligardi of Florence), it presents an exterior obviously appropriate to a building which shelters a great Press.

It consists of four floors and a basement, which provide about one hundred thousand square feet of available surface, fully occupied by the departments engaged in the several processes of book making. Ten thousand additional feet of floor space afforded by a temporary frame building are given up to a well-established restaurant and to storage. The Press itself is very substantially constructed of brick and steel, its proof against fire being made doubly certain by automatic sprinklers, fire hose, and sliding metal doors.

Every process of book making — composition, engraving, electrotyping, printing, and binding — is admirably represented at the **Athenæum Press**. The most modern machinery, the best methods, and the highest type of workmanship have won for Messrs. Ginn & Company the enviable reputation of publishing books that are as superior in mechanical execution as they are in content.

The capacity of the Press is a daily output of twenty-five thousand bound books, in the manufacture of which over four hundred and fifty skilled men and women are regularly employed.

Composing Room

A brief description of the most important departments and an outline of the processes carried on therein are given on the following pages.

Composing Room

THE Composing Room, located on the fourth floor of the book wing, is the department where the mechanical process of making a book begins. The size of page, the size and style of types, and other details having been settled, the manuscript (or "copy") of the book is divided among various compositors, and the work of typesetting commences. The matter is first set in long strips or galleys, from which proofs are taken. Needed corrections are then indicated on the proof by the proof-reader and by the author, and made in the type. The galley is then divided into pages of the desired size. Further proofs are taken and further corrections and changes made until the matter is finally approved, when it is locked up in strong steel frames (or "chases") and sent to the Electrotpe Department. After the electrotpe plate has been made, the type is returned to the Composing Room and distributed, each letter to its proper compartment, and is ready for use in other work.

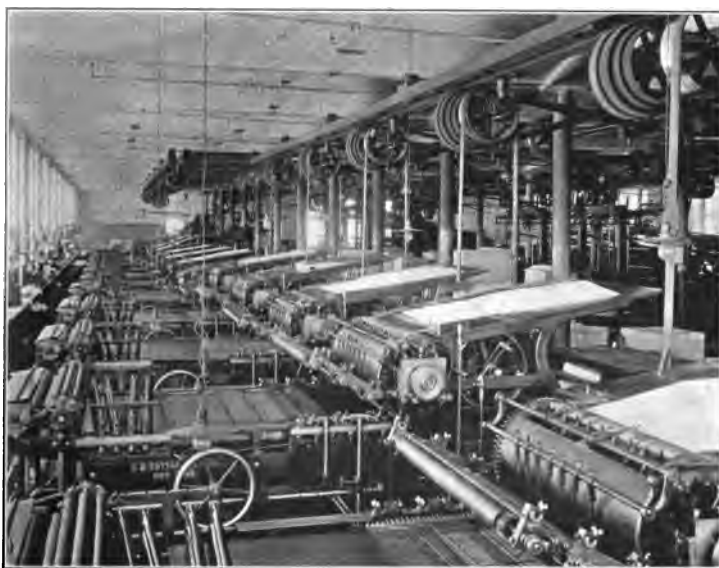
At the Athenæum Press all books are printed from electrotpe plates, which are much lighter than pages of type, much more easily handled and stored away for later impressions, and much more durable.

WOOD ENGRAVING

Adjoining the proof-readers' room is the Wood Engraving Department, where skilled engravers are constantly at work on the cuts which are used to illustrate many of Ginn & Company's publications. Here also are stored original woodcuts to the value of many thousands of dollars.



Part of Composing Room



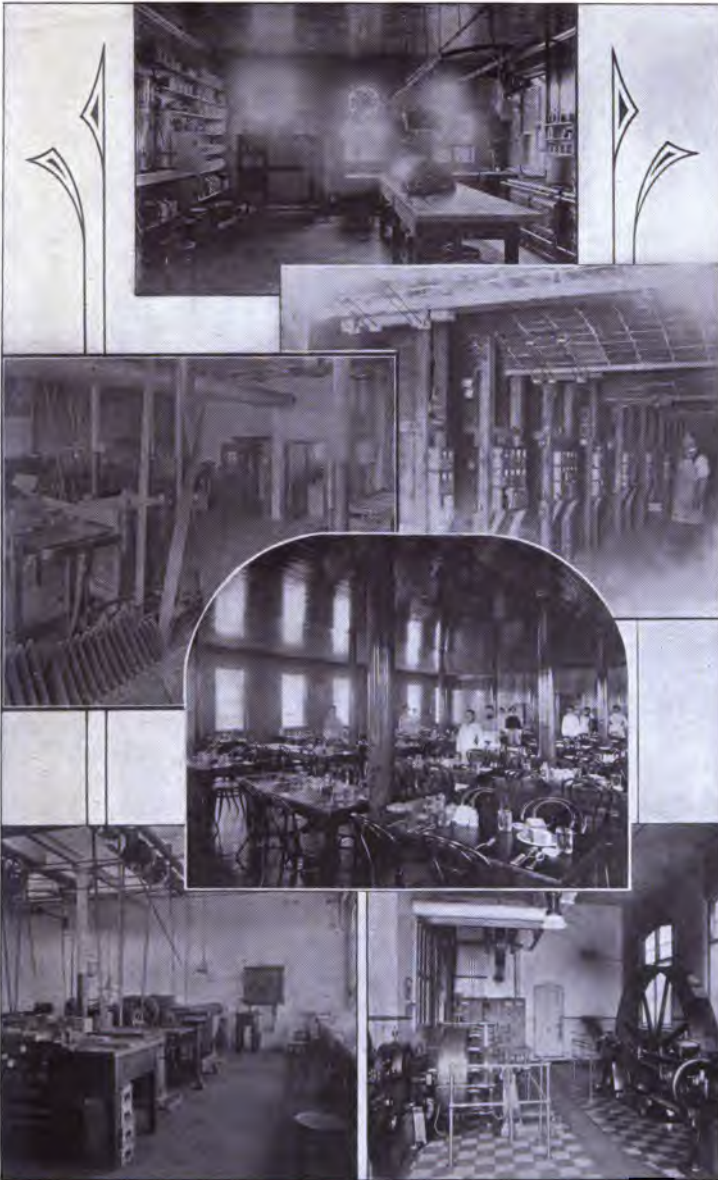
Press Room (one side of general book department)

Electrotype Department

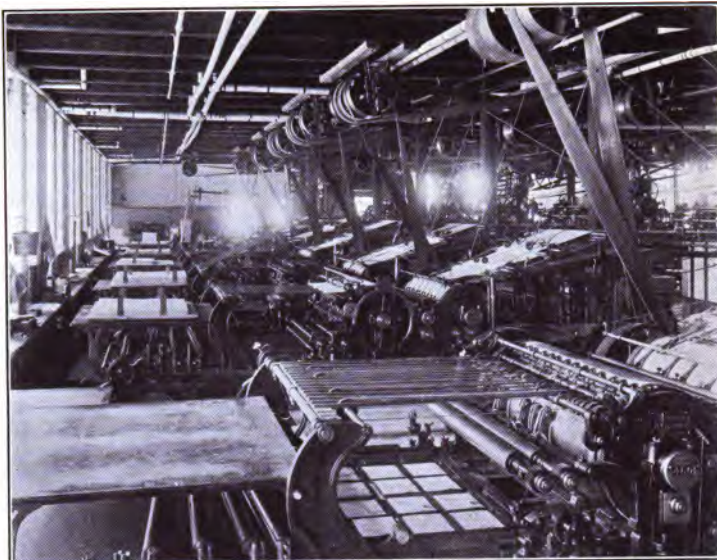
THE Electrotype Department is on the fourth floor of the book wing, adjoining the Composing Room, and consists of two rooms,—a molding room and a finishing room. The process of making an electrotype plate is essentially as follows. An impression of the type page is taken in a sheet of wax under heavy pressure. This mold, which faithfully reproduces the face of the type, is covered, by dusting with black lead and afterward polishing, with a thin film, which is to serve as conductor for the electricity in the plating process. The mold is then suspended from the negative pole of the electric battery in a bath containing an acid solution of copper, in close proximity to a large sheet of pure copper hung from the positive pole. By the action of the electric current the bath is decomposed; copper from the bath is deposited evenly over the surface of the mold, a fresh supply of copper being dissolved from the positive pole by the free acid thus formed. When copper has been deposited to the desired thickness, the mold is taken from the bath and the copper shell stripped off. After thorough cleaning, the shell is laid on its face, and upon its back is poured melted lead to the thickness of a quarter of an inch. The plate thus made then goes through the various processes of planing, beveling, and testing for defects, and is ultimately packed with others in wooden boxes and delivered to the Press Department.

Press Department

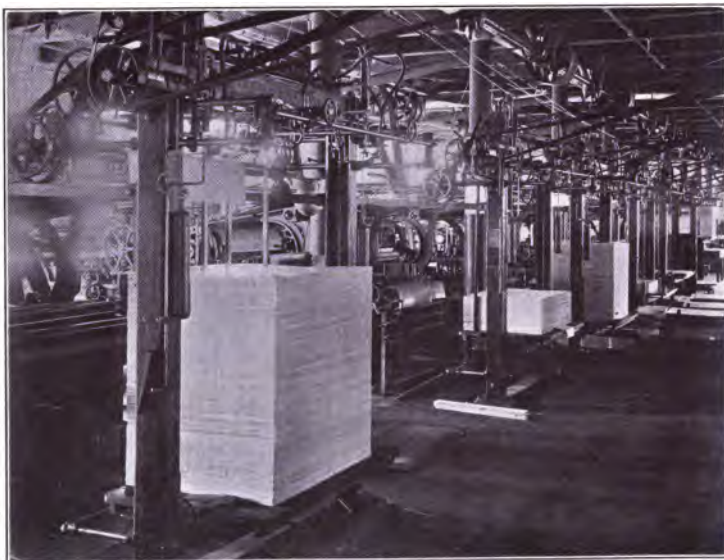
THE Press Room occupies the first and second floors of the manufacturing wing, for machinery; a portion of the basement, for storage of paper; and a fire-proof vault, for the storage of electrotype plates. *On the first floor* are the office of the Press Room, several presses (built especially



The Kitchen Plate Vault Electrotpe Dept., Molding Room Dining Room
 Electrotpe Dept., Finishing Room Engine Room



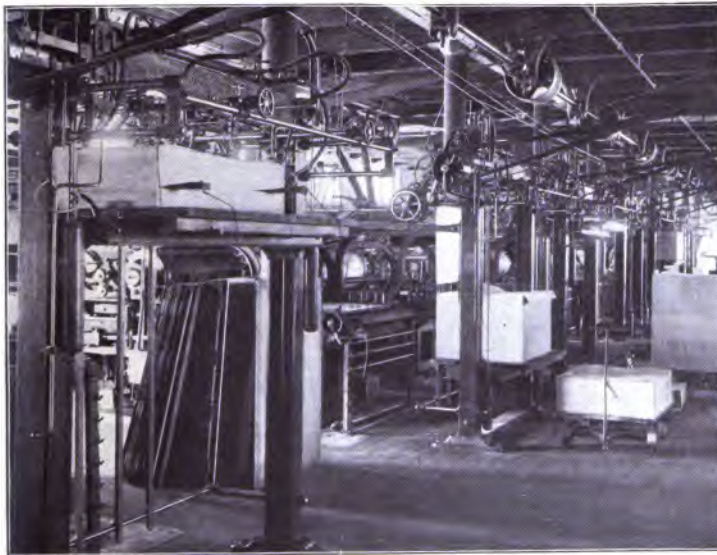
Map presses (front view)



Map presses (back view)



Geography presses



Presses (showing automatic feeders)

Bindery Department

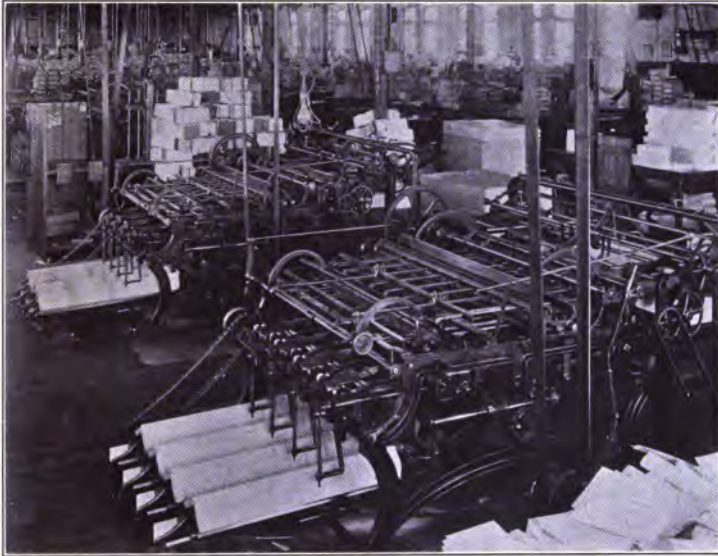
for illustrated work) known as stop-cylinder presses, and many fast-running two-revolution presses for general work. Nearly all of the cylinder presses throughout are fitted with automatic feeders for feeding paper sheet by sheet. At the further extremity of the room are three large presses capable of printing a sheet 46 × 60 inches, built especially for the printing of Frye's geographies. On this floor also are presses (known as perfecting presses) which print on both sides of a sheet of paper at one impression; also powerful hydraulic presses for removing indentations in paper which occur in the process of printing.

On the *second press-room floor* are several large double presses so arranged as to print two different colors at each impression, these presses being devoted principally to printing maps for geographies, histories, etc. On this floor also are many other presses for general work, small presses for printing stationery, circulars, etc., and a well-equipped machine shop, with powerful lathes, planers, and drills.

In the *fire-proof vault* in the basement are stored the electrotypes plates of some thirteen hundred publications. For use in case of accident or excessive wear of the plates there are also extra sets of plates of several hundred of these books.

Bindery Department

THIS department occupies the third and fourth floors of the manufacturing wing and also a portion of the basement. *On the fourth floor are performed the operations of folding, pasting, gathering, and sewing or stitching.* The *folding machines* take the printed sheets as they come from the presses and fold them, sixty-four pages at a time, making four folds (or signatures) of sixteen pages each. In their proper places are pasted the fly leaves and any inserted maps, portraits, or diagrams.



Quadruple folding machines



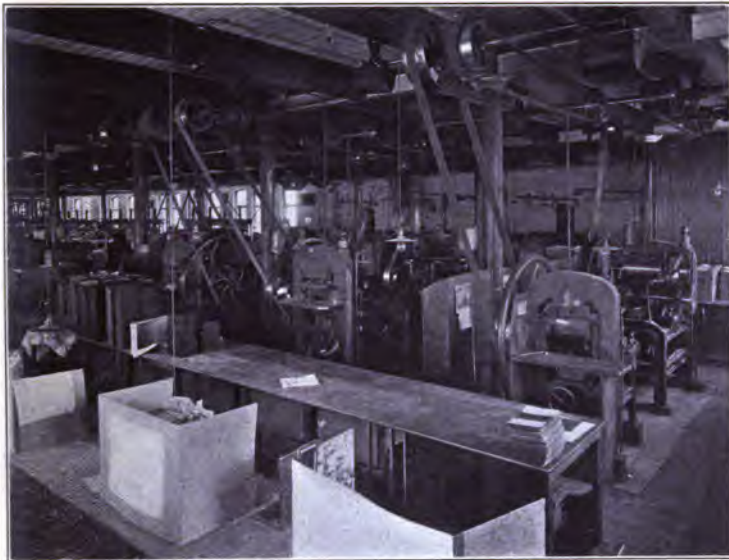
Gathering and Stitching Department



Section of Forwarding Department



Sewing Department



Cover Stamping Department



Where books are put into covers

Bindery Department

In the *gathering department* the signatures are placed in piles on a bench in numerical order. A girl gathers up, one by one, all the signatures, going from one end of the bench to the other until all have been gathered in the proper order to form a book. (A gathering and collating machine is being constructed for use in this department.) *These books are then sewed on machines* operated by girls, each girl sewing from eighteen thousand to twenty thousand signatures per day. Geographies and many books designed for primary schools are fastened by another method, known as *stitching*, which, though less flexible than sewing, is much stronger.

The sewed or stitched books are then sent to the floor below, where they go through the various processes known as *forwarding*. The edges are trimmed in powerful cutting machines, the backs are rounded by machines built for this purpose, several thicknesses of cloth and paper are glued on the backs for reinforcement, and the books made ready to put into the covers.

Meanwhile the *covers* are making in other departments. The cloth, leather, and board are cut to the proper size, and a special machine assembles the various pieces and forms them into a cover. The title of the book and *the cover design are stamped* upon this cover by means of an engraved brass plate or die, which in many cases must be hot. When gold or silver effects are desired the metal is laid on in sheets and the design stamped with the hot die. The process of *putting the books into covers* is quite simple, one workman pasting the book while another adjusts it carefully into the cover.

The books are then arranged between boards having projecting edges of brass, and are *put under pressure* for from four to twelve hours, when they are taken out and carefully examined. After the defective copies have been thrown out, the perfect books are packed in large trucks and carried to the storeroom.



Where books are pressed after covering



Storage of printed sheets

Stock and Shipping Department

THE storeroom, situated on the third floor of the book wing, is used for storage of books awaiting orders for shipment and for the receipt of books from the Bindery. To sustain the enormous weight, this floor is constructed in the most substantial manner. The Shipping Department is on the first floor of the book wing.

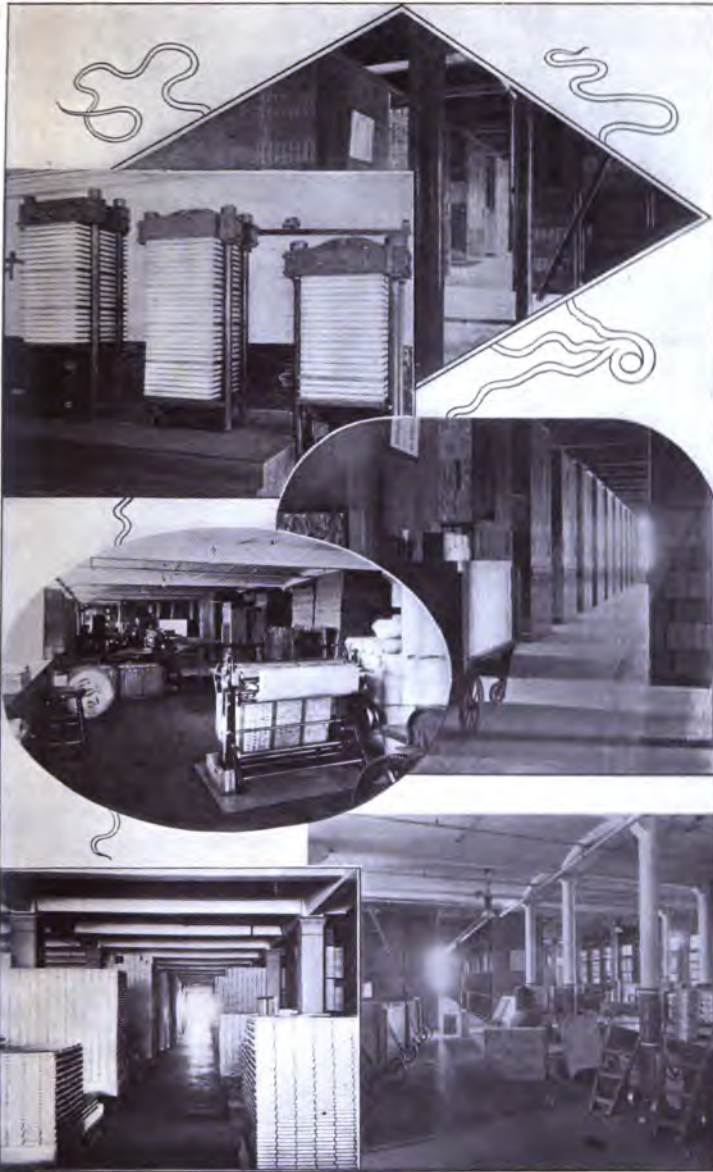
Power House

THE Power House is an extension of the main building at the end of the book wing. It is divided into four different rooms; in one of these are two horizontal, tubular boilers, each of 150 horse power. In the Engine Room proper is a steam engine of 125 horse power for furnishing power for driving the machinery of the Press, a 75-horse high-speed engine with 50-kilowatt electric generator directly connected for furnishing electric current. There is also a small dynamo for furnishing the electric current needed in the daytime.

In the Pump Room is a fire pump with a capacity of a thousand gallons a minute. In an adjoining room is a large fan operated by a separate steam engine. This fan draws fresh air through a coil of steam pipes and then forces it throughout the building, thus providing both heat and ventilation.



Memorial in the portal of The Athenæum Press



The hydraulic presses
Storerooms (bound books)

Bindery, Stock, and Cutting Room
Corner of Shipping Room



Entrance to the Boston Office

The Boston Offices



THE HOUSE WEST of the State House east of the Shaw Memorial monument, is well made famous by long association with the revered name John Ginn. It is the home office of Ginn & Company. The address Beacon Street is Boston's "main glory," the Common. The largest stone in its irregularly irregular walls, its deeply shaded Frog Pond, alone form an environment of a modern business office unique in the land. But the whole region is steeped in historic and traditional lore, and it would be difficult to imagine a great publishing house in a more appropriate and fortunate situation.

It is fitting that Messrs. Ginn & Company occupy a spot so noteworthy, for from the beginning until December, 1901,—more than a quarter of a century,—their offices were in another place almost, if not quite, as much honored by time and tradition. This was the "Old Brick Row," 13 Tremont Place, overlooking the Granary Burying Ground.



Boston Common Frog Pond

About this building there was an Old-World air as unusual as it was attractive. The high ivy-mantled stone frame of the gateway to the burying ground, the graceful spire of the Park Street Church, and the picturesque nooks and corners of the burying ground itself were all easily visible from almost

The Boston Offices

every window. No more quiet and restful spot could be found in all Boston. But the old brick structure at last gave way to a huge steel office building, and the publishers were

obliged to seek another home where, if possible, the same sort of mellow traditions to which they were accustomed could be secured. Fortunately 29 Beacon Street, the site of the old John Hancock house, was offered for sale; and Messrs. Ginn &



The Old Offices
1875-1901

Company were soon established on this favored spot.

The Mansion House of John Hancock, which occupied the site of the present building, was completed in 1739 and retained its original form until its demolition in 1863. It was constructed of Quincy granite, like that used in King's Chapel, squared and well hammered. The principal features of the façade were the broad front door at the head of a flight of stone steps (garnished with pillars and an ornamental door head), and the decorated central window over it. The

high gambrel roof with dormer windows showed a carved balcony railing inclosing its upper portion. The interior comprised a nobly paneled hall, having a broad staircase with carved and twisted balusters, which divided the house



The
John Hancock House
1737-1863

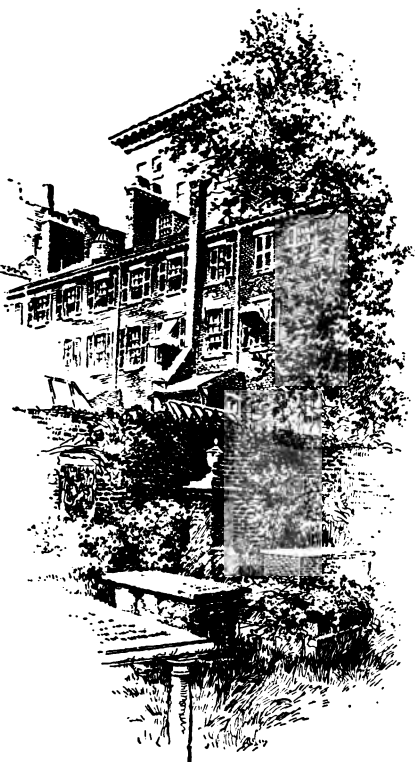
in the middle and extended through on both stories from front to rear. On the landing, part way up the staircase, was a circular-headed window, looking out upon the garden,

The Boston Offices

with a broad and capacious window seat. On the entrance floor, at the right of the hall, was the great dining room, 17 x 25 feet, also elaborately paneled from floor to ceiling. Until the widening of Beacon Street the house stood well back from the street on ground elevated above it. The approach was then through a "neat garden bordered with small trees" and shrubbery. The mansion then, also, had two large wings,—one on the east side containing a great ballroom, the other on the west side appropriated to the kitchen and other domestic offices. Beyond the west wing was the coach house, and adjoining that the stable.

Behind the mansion were the gardens and fruit-tree nurseries, extending up the side of the former peak of Beacon Hill, where the State House Annex now stands. The mansion, with the estate, came to John Hancock in 1777, upon the death of Lydia Hancock,

widow of his uncle, Thomas Hancock who built the house. The estate then included the territory occupied by the State House, and extended along Beacon Street to Joy Street. During the Siege, Lord Percy occupied the mansion for some time.



A picturesque corner of the Granary Burying Ground (from a window in the old offices)

The Boston Offices

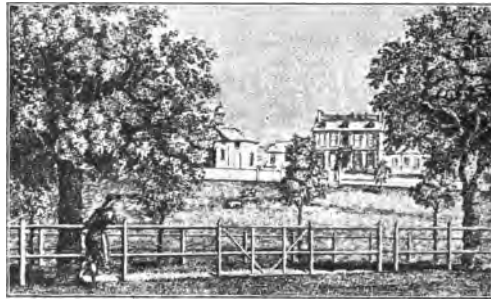
At the time of its demolition the mansion, besides being of exceptional historic value, was a rare type of our provincial domestic architecture, and was well fitted by situation and character for preservation



The Common in the 18th century, with the John Hancock House

as the official dwelling of the governors of the Commonwealth, as was proposed some years before. The main structure was then nearly the same as it was in Governor Hancock's day, when it was called the "seat of his Excellency the Governor," and it contained

much of the furnishings and appointments of his time, with the family portraits by Copley and Smibert. A measure for its purchase by the state for the governor's house was reported to the Legislature in 1859 by an influential committee; but the project failed. At length, in February, 1863, the land which it occupied was sold. For a while thereafter it served as a museum of historical relics, and then, a scheme for its removal and reërection



The Mansion House of John Hancock when the Common was a pasture

elsewhere failing, it was pulled down. Souvenirs of it were eagerly sought as it fell. The knocker on the front door was given to Dr. Holmes, who placed it on the door of the



THE BOSTON OFFICE

Library Portrait of John Hancock Exterior of offices Hallway Mr. Ginn's office

The Boston Offices

"old gambrel-roofed house" in Cambridge; the stone steps are now in service on Pinebank, Jamaica Park. The purchasers of the land, J. M. Beebe and Gardner Brewer, two leading Boston merchants, erected the present stately house here for their occupancy.



The "Old Brick Row"

and homelike, — almost as unique as the site of the building itself.

In rearranging the house to fit it adequately for business purposes, Messrs. Ginn & Company made as few changes as possible. The ornamental ceilings, the wood carving, and the great hallway were left intact. A number of interesting relics of John Hancock and his times have been secured as appropriate decorations, among them a life-sized portrait of John Hancock, composed and painted from early and authentic sources by Mrs. Ruth Payne Burgess of New York. In every particular the present editorial offices of Ginn & Company are unusually attractive



GINN & COMPANY
The Athenaeum Press



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